



Labor Standards Monitoring

REQUEST FOR PROPOSALS (RFP)

September 19, 2011

**Indiana Housing and Community Development Authority
30 South Meridian Street, Suite 1000
Indianapolis, IN 46204**

SUMMARY AND BACKGROUND

IHCDA partners with the federal government, public and private non-profit housing developers and local units of government to fund, construct or rehabilitate houses, apartments, shelters, [and community development activities] throughout the State.

ABOUT IHCDA

IHCDA is a quasi-state agency, created by Indiana statute in 1978 to ensure all Hoosiers have access to safe, decent, affordable housing. IHCDA partners with the federal government, public and private non-profit housing developers and local units of government to fund, construct or rehabilitate houses, apartments, shelters, and community development activities throughout the State. IHCDA funds entities that work to end homelessness, create communities of choice, provide opportunities for seniors to age in place, demonstrate energy conservation, and stabilize housing markets.

Additional information on the agency and its programs is available at our website, at www.in.gov/IHCDA

REQUEST FOR PROPOSALS

Indiana Housing and Community Development Authority (IHCDA) is requesting proposals from qualified organizations with demonstrated experience in auditing payroll files, reviewing wage decisions, monitoring non-profit or for-profit grant recipients for activities related to affordable housing and community development projects across Indiana's 92 counties to ensure Davis-Bacon Labor Standards activities are conducted in compliance with all program requirements, and to provide corrective technical assistance services to program recipients, as needed. These projects may be in various stages of construction such as, under construction, construction not yet started, or construction completed.

This request for proposals (RFP) process is competitive; therefore, successful proposals will thoroughly and concisely address and document the following topics:

- Experience with monitoring sub-grantees or sub-contractors for project compliance.
- Experience with public units of government.
- Experience with prevailing wage, labor standards and the Davis-Bacon Act.
- Capacity of the organization to administer project funds.
- Ability to identify deficiencies, provide correction and enforce program requirements.
- Required resources to successfully monitor sub-grantees or sub-contractors.

ELIGIBLE APPLICANTS

For-profit and not-for-profit entities, as established by Indiana statutes, are eligible to apply for funding.

ELIGIBLE ACTIVITIES

The purpose of Labor Standards monitoring is to ensure that each worker is paid a fair and equitable wage and is paid in a manner that complies with the Department of Labor regulations, all appropriate state, county or local requirements, and Program policies and procedures. The Contractor will perform any and all tasks relevant to assessing the labor standards activities of the approved sub-grantees and sub-contractors for the specified contract period.

- Payroll Review - The Contractor will perform weekly reviews of certified payroll submissions and other information to ensure contractor compliance with labor standards provisions and the payment of prevailing wages to workers.
- File Review - The Contractor will review the payroll files of all of the sub-grantees and sub-contractors on a regular basis to determine the rates of compliance and exceptions within each entity to labor standards laws and regulations, including Davis-Bacon and prevailing wage. File reviews are performed during on-site visits with an anticipated total of up to 35 projects.
- Assessment and Evaluation -The Contractor will provide, on a regular basis, an overall assessment of sub-grantee and sub-grantee wage payment and wage documentation practices and use assessment documents to identify findings, concerns and suggestions for improvement.
- Monitoring Reports - The Contractor will document site visit results in a comprehensive monitoring report, which is required to be completed for every site visit, and is the basis for statistical data used by IHCDA staff. Monitoring reports should include the following items:
 - Review of labor standards documentation efforts, including Davis-Bacon prevailing wage rates, and results of investigations into violations of D-B Act
 - Documented interviews with 10% of appropriate prevailing labor classifications.
 - Problem areas and critical violations
- Corrective Action and Enforcement - Contracted firms are expected to analyze technical deficiencies, identify solutions, and enforce laws, regulations, policies and guidance with sub-contracted entities.
- Report Preparation - The Contractor will prepare and submit monthly summary reports to the IHCDA Labor Standards Officer for review and prepare Federal labor standards enforcement reports as required in Department of Labor (DOL) regulations (29 CFR, Part 5, §5.7).

ELIGIBLE COSTS

Applicants must submit a detailed schedule of costs for which the monitoring services, including reports, will be provided. The all-inclusive fee structure must include the estimated number of hours per task, salary per hour per job classification, fringe rate, travel costs and all costs normally associated with these activities. All of the above may be included in either a per-unit fee or a per-project fee.

PERIOD OF PERFORMANCE

The contract awarded shall be for a two (2) year period with the option to extend the contract for four (4) additional one (1)-year periods based on need, performance, and funding availability.

PAYMENT TERMS

Reimbursements will be made within a 30 day period.

PROPOSAL DUE DATE

All proposals are due to IHCD by 5:00 p.m. EDT on Monday, October 3, 2011. Applicants will receive acknowledgement of receipt by close of business on Monday, **October 3, 2011 via phone or email.**

SUBMISSION PROCESS

The following information should be included in all proposals:

Title: **LABOR STANDARDS MONITORING SERVICES PLAN**

Section 1: Organizational Information

1. Describe your organization, including origin, structure and current operations.
2. Describe your organization's qualifications, including at least three years' experience in providing similar services and expertise in the field of labor standards monitoring.

Section 2: Service Delivery Plan

1. Describe your plan to effectively monitor sub-grantee construction and rehabilitation activities.
 - a. Describe the process for preparing and issuing comprehensive narrative reports of monitoring visits, monitoring activities, findings, recommendations for corrective actions, and follow-up reports.
 - b. Describe the process for conducting follow-up activities to determine whether appropriate corrective actions were completed and documented.

- c. Explain how recommendations for technical assistance, where appropriate, will be provided.
2. Provide brief information about personnel assigned to conduct monitoring activities, including each person's name and title, the education level and work experience of each, a description of the functions each will perform, and an estimate of how much time each will spend on the assignment.
3. Provide references from three recent clients.
 - a. Include client contact information (organization name, address, telephone, and email address of the primary contact at the organization). Employees and outsourcing contacts of the organization may not be listed as references.
 - b. Include a brief summary of the project for which your organization was enlisted and the nature of the relationship with the client.

Section 3: Projected Budget

Provide a complete line-item budget and an accompanying budget narrative for each anticipated project expense listed below. Include the following components:

- a. Cost of conducting weekly payroll reviews (on a per payroll basis or per project).
- b. Conducting onsite interviews, documenting findings related thereto, and follow-up on corrective actions (on a per interview basis).

SELECTION CRITERIA

Section 1: Organizational Information

- Demonstrated organizational knowledge of and experience with housing construction or housing rehab activities, and/or inspecting construction work.

Section 2: Service Delivery Plan

- Resource organization and allocation strategy is sufficient to ensure the successful completion of the required volume of monitoring in the allotted time period.
- Monitoring strategy is sufficient to ensure all monitoring activities are completed correctly, completely, and in accordance with applicable regulations and program requirements.
- Strategy to evaluate, communicate and report activities is sufficient to ensure all contracted entities are aware of, and responsive, to technical expectations.

Section 3: Projected Budget

- The budgeted resources, cost centers, and expense amounts are appropriate for identified activities and are sufficient to initiate and complete all monitoring activities.

SUBMISSION FORMAT

The application package consists of one original proposal, two copies and a CD that includes any and all attachments. The deadline for accepting applications is 5:00 PM, Indianapolis time, on **October 3, 2011**. Hand deliver or mail all information to the following address:

Indiana Housing & Community Development Authority
30 S. Meridian Street, Suite 1000
Indianapolis, IN 46204
Attention: Labor Standards Monitoring Services Proposal

Late applications will not be considered. A complete application package consists of the items listed below. Applications received without all of the items will be considered incomplete. Incomplete applications will be withdrawn from the review process and returned to the applicant.

- **Page layout** requirements: Standard business narrative (8.5" x 11", portrait orientation, 2-sided, 11 point font, 1.5 line spacing, 1-inch margins on all sides).
- **Cover sheet** on organizational letterhead that includes the contact information for the organization and its primary contact person. (1 page)
- **Narrative proposal** that includes the following:
 - a. Section 1: Organizational Information – response to items listed in Section 1 (up to 3 pages)
 - b. Section 2: Service Delivery Plan - response to items listed in Section 2 (up to 10 pages)
 - c. Section 3: Projected Budget - response to items listed in Section 3 (up to 3 pages)
- **Attachments**
 - a. Three years consecutive audited financial statements, with management reports.
 - b. Resumes of executives, principals, and key project staff of the primary organization and the project management team.
 - c. Minimum of three references, as indicated in Section 1.

SUBMISSION CONDITIONS

The electronic response is a binding proposal to IHCDA, and IHCDA has the right to rely on the representations made by the organization. The proposal may be withdrawn by the organization any time before the October 3, 2011 deadline by written request delivered to IHCDA and signed by a person authorized to bind the organization in the matter. This would include the person's name, telephone number, email address and fax number.

The organization shall notify IHCDCA immediately if conflicts or ambiguities in this RFP are discovered. The cost of developing and submitting the proposal is entirely the responsibility of the respondent. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating the contract and other costs associated with responding to the RFP. All responses will become the property of IHCDCA and will be a matter of public record subsequent to signing of the contract or rejection of all bids.

From the closing date of this RFP until a contractor is selected and the selection is announced, firms responding to RFP are not allowed to communicate with any IHCDCA employee regarding this subject matter except through the Contracting Officer named herein. For violation of this provision, the State shall reserve the right to reject the proposal of the offending vendor.

All questions concerning this RFP must be submitted in writing to the Brian Philps, Special Projects Manager via email (bphilps@ihcda.in.gov) or phone (317-232-7787), however, e-mail is preferred.

PROPOSAL SELECTION POLICY

Proposals will be reviewed by Monday, October 17, 2011. Consideration of proposals will be focused upon, but not limited to: a) compliance with the terms, conditions and provisions of the RFP; b) the adequacy and completeness of the organization's proposal, and c) results of contacts with references supplied by the nonprofit. Other measures may be established for review and evaluation of the proposals.

IHCDCA reserves the right to request additional information as needed from any organization, but is not obligated to request such additional information. IHCDCA reserves the right to reject any or all proposals, or portions of proposals, or to waive any deviation in any proposal.

The award shall be made in the best interest of IHCDCA as determined by the professional judgment of IHCDCA's Board, Executive Director, and professional staff. A point system will be used for this evaluation.

Each reviewer will independently review and score proposals on a 100-point scale, using the following assigned weights:

Respondent Information (35 points)

- a. Relevant past performance and experience. Applicants must provide documentation of at least three years experience in monitoring housing construction and/or rehabilitation activities.

Program Design (25 points)

The proposal demonstrates the overall need and program rationale as evidenced by providing the following:

- a. A clear and concise commitment statement, and

Budget (40 points)

Budget documents consist of accurate and complete budget summary and a budget narrative justification. Respondent's proposed budget must provide:

- a. A reasonable and appropriate cost for the scope and nature of the program,
- b. A budget narrative justification that is detailed and sufficient to demonstrate the link between the requested funds and the program description/approach being proposed, and that costs are reasonable and sufficient to support the proposed programs

AWARD AND FORM OF AGREEMENT

Contractors will be notified in writing of the IHCD's decision by close of business on Friday, October 28, 2011.

Selected contractors will be required to enter into a contract with IHCD. A copy of IHCD's Contract Boilerplate is attached as an Exhibit to this RFP.

TERMS AND CONDITIONS

This RFP is issued subject to the following terms and conditions:

1. This RFP is not an offer and shall under no circumstances be construed as an offer.
2. IHCDCA expressly reserves the right to modify or withdraw this RFP or any part of this RFP at any time, whether before or after any proposals have been submitted or received.
3. IHCDCA reserves the right to reject and not consider any or all of the proposals that do not meet the requirements of this RFP, including but not limited to: incomplete proposals and/or proposals offering alternate or non-requested services.
4. IHCDCA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
5. A copy of IHCDCA's Contract Boilerplate is attached as an Exhibit to this RFP. By submitting a response to this RFP, respondent acknowledges the acceptance of IHCDCA's Contract Boilerplate and the understanding that such Boilerplate is non-negotiable.
6. In the event the respondent selected does not enter into the required contract to carry out the purposes described in this RFP, IHCDCA may withdraw the selection and commence negotiations with another party.
7. In no event shall any obligations of any kind be enforceable against IHCDCA unless and until a written contract is execute.
6. Each respondent agrees to bear all costs and expenses of its proposal and there shall be no reimbursement for any costs and expenses relating to the preparation of proposal submitted hereunder or for any costs or expenses incurred during negotiations.
7. By submitting a proposal in response to this RFP, each respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this RFP, the selection of a respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
8. IHCDCA reserves the right not to award a contract pursuant to this RFP.
9. IHCDCA reserves the right to split the award between multiple respondents and make the award on a category by category basis and/or remove categories from the award.
10. All proposals received will become the property of IHCDCA and will not be returned to respondents.

Respondent's Name: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____